



## **Municipality of Shuniah – Building Department**

### **Guidelines to Complete Building Permit Applications**

**The following guidelines will assist applicants in completing the: Application for a Permit to Construct or Demolish – Form B2404**

**\*\*\* PLEASE READ CAREFULLY \*\*\***

**A, B, and C:** All three sections must be filled out thoroughly and completely.

**D. \*Owner (if different than applicant)**

Please note that if the owner is allowing another individual to apply and take out a permit on their behalf, there must be a Letter of Authorization given to the applicant by the owner stating this arrangement.

**E. Builder (optional) B2402**

**F. Tarion Warranty Corporation (Ontario New Home Warranty Program)**

This is only for new homes whether under warranty or not. For every other type of project indicate "NO"

**G. Required Schedules (found on last page of application)**

All applications that require drawings will require a Schedule I: Designer Information, to be filled out. Building plans can be designed by the home owner (who is competent with the Ontario Building Code) or a registered designer, therefore that individual must take responsibility for the design and drawings being submitted.

**Schedule 1** -If you are the homeowner and take responsibility for the design – under Section D, Declaration of Designer, check the third box and note you are the "Homeowner" ,

**H. Completeness and compliance with applicable law.**

All five (5) questions shall be marked "yes" – if all statements are true. This section indicates that the applicant has supplied all the necessary information and fees and will meet all applicable Laws.

**I. Declaration of Applicant**

Name, date and signature required.

\*Proof of ownership will be required at time of applying for a building permit. Present a copy of your deed or copy of recent tax bill. Newly acquired property may require a copy of deed. Ensure your name is in fact registered as an owner.

\*\*For builds within Associations, a letter is required from your Association Building Board clearly indicating and authorizing the proposed work.

**For Residential Applications:**

**Only complete applications (including all accompanying forms, documents and drawings) will be processed. Drawings must be on a minimum of 11"x17" paper, to scale, legible, and clearly indicating the proposed work. If any component is missing, inadequate, or incomplete, the application cannot be processed.**

**The above information is for guidance only and does not form part of the Building Permit Application.**

**If you have any questions or concerns, please call Chief Building Official at (807) 620-3709 or email [cbo@shuniah.org](mailto:cbo@shuniah.org)**